

CITY ORIGINAL LIQUOR LICENSE APPLICATION CHECKLIST	
(Used by City Licensing Department)	
Name of Licensee: _____	
REQUIRED WHEN LIQUOR LICENSE APPLICATION IS TURNED IN	Initials of City Reviewer
Application complete (no blanks), in ink, typed or printed	<input type="text"/>
Applicant has an unrevoked city business license or has recently submitted an application (make copy and attach to application)	<input type="text"/>
Description of premises (see item #28)	<input type="text"/>
If a LLC or corporation - copy of Missouri Certificate of Organization or Incorporation	<input type="text"/>
If a LLC or corporation - a copy of a Certificate of Good Standing from the Missouri Secretary of State	<input type="text"/>
If a LLC or corporation - Copy of letter on letterhead naming an individual as the Managing Officer and his/her specific duties	<input type="text"/>
Application signed and notarized	<input type="text"/>
\$250 application fee received plus \$50 if requesting Sunday license	<input type="text"/>
Application MUST be date stamped at time of receipt	<input type="text"/>
Verification of availability of license if restricted by number	<input type="text"/>
REQUIRED BEFORE LETTER OF INTENT IS PROVIDED (Applicant needs the Letter of Intent to obtain a State License)	
Approval of application by Taney County Health Department (in computer)	<input type="text"/>
Approval of application by City Planning & Zoning Department (in computer)	<input type="text"/>
Approval of application by City Police Department (in computer)	<input type="text"/>
Applicant is current on all tourism taxes (including interest and penalties)	<input type="text"/>
Applicant is current on any provided city services (i. e. water and sewer)	<input type="text"/>
Copy of Paid Property Tax Receipt for business and EACH person listed in Section I and 2 of application for the previous year (last year).	<input type="text"/>
Copy of Voter's registration card or certificate for EACH person listed in Section 1 and 2 of application; Managing Officer must have Missouri registration	<input type="text"/>
Managing Officer is an employee of applying business	<input type="text"/>
Managing officer is a manager who is actively involved in the day-to-day management of the local business.	<input type="text"/>
A color copy of a current Missouri driver's license	<input type="text"/>
Two recent passport size photographs of Managing Officer (An additional color copy of a current driver's license is sufficient)	<input type="text"/>
Review and signoff of background checks for EACH person listed in Section I and 2 of application dated within 90 calendar days of application date (History of felony and misdemeanors needs additional signoff by Police Dept. and Administration of application)	<input type="text"/>
Approval of application by liquor control specialist	<input type="text"/>
Letter of Intent from Director of Finance must include the name of the Managing Officer and License type being applied for	<input type="text"/>
REQUIRED BEFORE CITY LIQUOR LICENSE IS ISSUED	
Must have a current and non-revoked city business license	<input type="text"/>
Must have a current "Certificate of no sales tax due" from the Mo. Dept. of Revenue dated within 45 days of city's receipt of state liquor license (city licensing can do this on line at the Mo. Dept. of Revenue web site for the applicant)	<input type="text"/>
Applicant is current on all tourism taxes (including interest and penalties)	<input type="text"/>
Applicant is current on all provided city services (i. e. water and sewer)	<input type="text"/>
Copy of Mo. Div. of Liquor Control liquor licenses when issued by the State	<input type="text"/>
Payment for City Liquor Licenses (1.5 times what is on state license)	<input type="text"/>